

## 1 General Guidelines

<p><b>1.1 Quality Standards</b></p>	<p>All SAE papers should be in review-ready form at the time of submission. The formal review process will determine paper publishability based on the following six Judgment Bases (further details at <a href="http://volunteers.sae.org/volunteers/judgebasis_numdesc.pdf">http://volunteers.sae.org/volunteers/judgebasis_numdesc.pdf</a>):</p> <ul style="list-style-type: none"> <li>• Quality of data and validity of analytical techniques;</li> <li>• Long-term reference value;</li> <li>• Technically new, innovative, or a constructive review;</li> <li>• Professional integrity;</li> <li>• Clear presentation;</li> <li>• Soundness of conclusions.</li> </ul> <p>Papers should be written in an objective, formal, and impersonal style. The body of the text should be organized to reflect natural groupings of information into categories which flow from one to the other. Good headings will naturally evolve from a good technical paper outline.</p>
	<p>SAE does not restrict the number of pages for a technical paper, although the average technical paper has fewer than 12 pages in two-column format. The length of any technical paper should be sufficient to explain the methodology used to obtain the supporting evidence, and sufficient to prove all stated conclusions. The organizer has the authority to instruct the author on the content and quantity of information needed.</p>
<p><b>1.2 Language Considerations</b></p>	<p>Standard rules for written English should be followed in the text of the paper. U.S. or UK rules are acceptable, but either must be applied consistently, not mixed. Standard grammar will ensure that the paper is easily understood by a wide audience including those who do not use English as a primary language. Spell-check and grammar-check software can be used to inspect the written text, but is not a substitute for a thorough review. Review by non-authors fluent in English is one way to check the grammar in the paper, but must be completed prior to the SAE peer-review process. (Official reviewers and organizers cannot be expected to provide this service.) The complexity of the technical subject is never an excuse to avoid following these guidelines. Also, an author's difficulty with technical writing should not be a reason to relax these standards. A good question to ask is, "Would a person unfamiliar with this subject be able to read the paper and understand the general theme?" There are a variety of different editing and translation providers that can help you edit or proof your manuscript.</p> <p>While SAE International does not endorse these vendors, nor do we guarantee acceptance of a submission edited by any of these vendors, we do provide a list of translations services for our authors to use:</p>

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	<p>The Charlesworth Group (<a href="http://www.charlesworthauthorservices.com">www.charlesworthauthorservices.com</a>)</p> <p>American Journal Experts (<a href="https://www.aje.com/en">https://www.aje.com/en</a>)</p> <p>Editage (<a href="http://www.editage.com">www.editage.com</a>)</p> <p>International Science Editing (<a href="http://www.internationalscienceediting.com">www.internationalscienceediting.com</a>)</p> <p>Write Science Right (<a href="http://www.writescienceright.com">www.writescienceright.com</a>)</p>
<b>1.3 Examples of Unacceptable Text</b>	<p>Editorial comments, such as: “The jet aircraft costs \$5,500,000. This is a substantial sum of money despite the casualness with which million-dollar sums are bandied about these days.”</p> <p>Personal history: “The first military pre-stressing problem that came to my desk was in 1938 in connection with a request from the Army that we increase the displacement of its truck engines.”</p> <p>Unsubstantiated sweeping statements: “I believe I can safely say that practically every failure of a new or retreaded jet tire, where the cause could be ascertained, has proved to be the result of a manufacturing error.”</p> <p>Commercialism or advertising: “Tests on XYZ Corporation’s SuperProduct 1000 have demonstrated the superior quality of our product.”</p>
<b>1.4 Units of Measure</b>	<p>The long-term goal for SAE is international communication with minimal effort and confusion. Therefore, the use of S.I. units in all technical publications and presentations is preferred. SAE International will strive toward universal usage of S.I. units and will encourage their use whenever appropriate.</p> <p>However, SAE International also recognizes that sectors of the mobility market do not yet use S.I. units because of tradition, regulatory language, or other reasons. Mandating the use of S.I. units in these cases will impede rather than facilitate technical communication. Therefore, it is the policy to allow non-S.I. units and dual dimensioning where communication will be enhanced. This shall not be viewed as an avenue to circumvent the long-term goal of 100 percent S.I. usage.</p>
<b>1.5 Tagging/Formatting</b>	<p>As mentioned in the Introduction, the SAE Technical Paper Template provides styles to be applied to each element of the technical paper. Applying a style both tags (electronically identifies) and formats the element. Although authors may wish to adjust font and layout characteristics to their liking, this will have no effect on the appearance of the final published paper since final formatting is controlled by SAE’s digital publishing process. SAE will publish all papers in the classic two-column format.</p>

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	<p>Details of which SAE Technical Paper Template style to apply to which paper element are presented in the Style Guide, Section 3. Throughout this Guide, square brackets are used to identify Template styles, e.g., [Head1] and [Normal]. For more information about using Microsoft Word styles, please refer to instructions available within the application or at Microsoft internet sites: <a href="http://www.microsoft.com/mac/videos.msp">http://www.microsoft.com/mac/videos.msp</a> for Macintosh Word 2008 and <a href="https://support.office.com/en-us/article/Word-2013-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?ui=en-US&amp;rs=en-US&amp;ad=US">https://support.office.com/en-us/article/Word-2013-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?ui=en-US&amp;rs=en-US&amp;ad=US</a> for Windows Word 2013. Instructions for older Word versions are available as well at Microsoft sites. The use of style tags is useful for two primary reasons. First, a manuscript with style tags applied is easier for a reviewer to follow the flow of the paper during the review process. Second, style tags also assist during the publishing process.</p>
<b>1.6 Review Process</b>	<p>The review process is a critical part of the SAE technical paper approval process. Reviewers provide constructive feedback to the author so that the paper will have greater acceptance when published. Authors are required to respond to reviewer comments and/or modify the paper as necessary to address reviewer concerns. The final acceptance of the paper is at the discretion of the session organizers who take into account reviewer recommendations both before and after revisions. Further details of the review process are available in the Author Orientation Module at <a href="http://volunteers.sae.org/authors">http://volunteers.sae.org/authors</a>.</p>
<b>1.7 Copyright Permission</b>	<p>If an author uses material that is directly taken from another source (figures, tables, images, text, facts, equations, etc.), even if the source is another SAE International publication, the author is required to obtain permission to use the material. A reference to the original source of the information must be indicated at the end of the line of text in which the reference is made by sequentially numbering each instance. This (reference) number correlates to complete information about the original source which will be included in the References section at the end of the paper. In addition, images used with permission must include the copyright statement as provided by the copyright owner as part of the caption and must also include a reference number. A Copyright Permission Form for this purpose is located at <a href="http://volunteers.sae.org/authors/copyrightpermission.pdf">http://volunteers.sae.org/authors/copyrightpermission.pdf</a>.</p>

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### 1.8 Submitted Files

Another point to remember before you even begin your paper is to always go to the SAE website at <http://volunteers.sae.org/authors> to download the most recent updated Word template. Please do NOT make changes to the existing style tags or create new tags. Although you may wish to adjust font and layout characteristics to your liking this, however, will have no effect on the appearance of the final published paper since final formatting is controlled by SAE's digital publishing process.

Please note that SAE does NOT have a LaTeX template as we do not have or support this software. We suggest that you download the Microsoft Word template and use this as a guide when creating your document in LaTeX.

You will be required to upload both your source file (i.e. Word, LaTeX) and the created PDF in MyTechZone. It is critical that your PDF is well-proofed because this file is used for publishing. Also, be sure that your source file and PDF are identical.